



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

Date: June 14, 2004
To: District Superintendents and Business Managers
From: Maggie Singler, School Finance Unit
Subject: FY2005 Cash Advance of State Aid

Posted to ADE's web site at <http://www.ade.az.gov/schoolfinance/Forms/DistCashAdv/> is the Cash Flow Analysis form that must be completed and returned to the Arizona Department of Education, if a request for advance payment of state aid for FY2005 is to be made. The completed form should be accompanied by a formal letter of request addressed to:

Mr. Tom Horne
Superintendent of Public Instruction
Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007

Attention: Maggie Singler
School Finance Unit, Bin 13

The request should include the following statement:

"Under the provisions of A.R.S. § 15-973.C, and by resolution of the Governing Board, _____ District requests an advance of state aid in the amount of \$ _____ in order to alleviate the projected cash deficit as shown on the attached Cash Flow Analysis."

The clerk or president of the Governing board must sign the request that includes the above statement. The request may include any other comments that you wish to make to support the need for an advance payment.

Cash Advances must be approved by the Superintendent of Public Instruction, the State Treasurer, and the Director of the Department of Administration prior to the release of payment. Please keep this in mind as you are planning the receipt of the advanced payment.

In addition to processing directions outlined in paragraph 1, enter "**Cash Advance Request**" in the subject line and email a copy of the district cash flow analysis file to schoolfinance@ade.az.gov. If you need additional information please contact me at (602) 542-8244 or e-mail at msingle@ade.az.gov.